



## **PETERSBURGH PUBLIC LIBRARY FAX POLICY**

### **POLICY:**

- The Petersburgh Public Library fax may be used by the public.
- Patrons will be accommodated as quickly as possible; however library service and operations will take priority over public fax use. The fax shares the library's general telephone line, so library-related telephone calls take priority over public fax.
- The fax phone number is 518-658-2927.
- The machine will be operated only by library staff.
- Fax service is available from the time the library opens until one half-hour before it closes:  
Monday – Friday 2 PM – 5:30 PM  
Wednesday 2:00 PM – 6:30 PM  
Saturday 9:30 AM – 12 Noon
- Fax material will be considered confidential.
- The library is NOT responsible for the accuracy of fax numbers or for the kinds of material sent or received on the fax.
- If fax service is abused, a customer may be denied use of the fax by the Director.
- The library is NOT responsible for any damage or loss of data or consequent damage arising out of the use of the fax.

### **Outgoing faxes:**

- Copy must be in a condition acceptable by the fax equipment. Paper to be faxed must be letter or legal size. Proper copy is the patron's responsibility.

- Fees for sending long-distance and local faxes will be paid when the fax is sent. The library is not responsible for successful receipt by the destination fax.
- Customers must be in the library to send a fax. They may not leave their material to be sent at a later time.
- The machine may not be used to send international faxes.

**Incoming faxes:**

- A customer must alert the library promptly if they expect to receive a fax. The library will attempt to notify people when their fax has been received. Customers must pick up the fax as soon as possible. Payment is due at the time of receipt by the library.
- Fax data sheets will be held on file for a maximum of two weeks.
- Customers must pay for incoming faxes sent to them, whether solicited or unsolicited. Individuals are responsible for stopping their own unwanted faxes.

**Fees:**

Fees for fax service are indicated below, and are posted at the fax machine. Fees are set by the library board and will be adjusted as needed.

- First 10 pages of incoming and outgoing fax \$2.00
- Each additional 10 pages of fax \$2.00
- First attempt no charge
- Unsuccessful fax attempts \$0.35 after the first try

**APPROVED DATE: April 3, 2012**

**REVISED DATE: December 5, 2018**